

# SUPERVISION AGREEMENT

For the completion of a Bachelor Thesis at \_\_\_\_\_ (Institute) / \_\_\_\_\_ (Chair)

by \_\_\_\_\_ (name of student) / \_\_\_\_\_ (matriculation number).

The thesis will be supervised by \_\_\_\_\_ (name of supervisor).

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## Rights and obligations

1. The student agrees to
  - the independent writing of the Bachelor thesis;
  - the adherence to the agreement between student and supervisor;
  - the compliance with the applicable regulations on Bachelor theses at the University of St.Gallen.
2. The supervisor agrees to
  - the supervision of the content of the thesis;
  - the provision of references for literature research and - if available - the provision of literature;
  - the provision of regular feedback during the supervision period;
  - answering questions within a reasonable time frame.

## Process

3. The student and the supervisor together determine the topic to be worked on.
4. The student writes an exposé of ca. 2 pages with the following content:
  - Motivation of the underlying topic
  - Research question
  - Methods
  - Objective of the thesisand coordinates the exposé with the supervisor.
5. The student registers the thesis at the Dean's Advisory Office. After the registration, the outline of the work, respective milestones as well as the targeted submission date are to be agreed upon.
6. The supervisor may require a compulsory presentation before the completion of the work (please choose one of the following):
  - no presentation
  - interim presentation
  - final presentation

If a presentation takes place, it will be considered in the final grade of the thesis:

- yes             no

### **Evaluation criteria**

7. The following criteria can be included in the evaluation of the final thesis
  - Formal aspects (Scope of the work, spelling, language, citations, tables...)
  - Outline / structure of the thesis
  - Topic (level of difficulty, topic reference, methodological skills, innovation content...)
  - Results (depth of analysis, methods appropriate for the research question, discussion and self-assessment of the findings...)
  - Literature and sources (scope, timeliness, relevance, critical discussion...).
  - Commitment (independence, effort, meeting of deadlines...)
  - Evaluation of the research questions (formulation and breadth of research questions; degree of novelty...).
  
8. The student may inspect the supervisor's evaluation of the bachelor thesis.

Date \_\_\_\_\_

\_\_\_\_\_  
(signature of student)

\_\_\_\_\_  
(signature of supervisor)